



**Nursing Care Quality Assurance Commission (NCQAC)  
Special Meeting Notice  
September 12, 2008  
Business Meeting  
Colville Public Library  
195 South Oak Street  
Colville WA  
360-236-4713**

**Commission Members:**

Judith D. Personett, EdD, Certified Nurse  
Administrator Advanced (CNA), RN, Chair  
Susan Wong, MBA, MPA, RN, Vice-Chair  
Linda Batch, LPN  
Erica Benson-Hallock, MPPA, Public Member  
Richard Cooley, LPN  
William Hagens, MA, Public Member  
Rev. Ezra Kinlow, MTH, Public Member  
Jackie Rowe, RN  
Robert Salas, RN  
Diane Sanders, RN, BC, MN  
Mariann Williams, MPH, MSN, RN, ARNP  
Susan Woods, PhD, RN, FAHA, FAAN  
Laura Yockey, LPN

**Assistant Attorney General:**

Gail Yu, Assistant Attorney General

**Staff present:**

Paula Meyer, MSN, RN, Executive Director  
Terry West, Health Services Consultant  
Usrah Claar-Rice, MSN, RN, Nursing Education  
Advisor  
Chuck Cumiskey, RN, MBA, Nursing Practice Advisor  
Mary Dale, Discipline Manager  
H. Louise Lloyd, Secretary

**Members absent:**

Rhonda Taylor, MSN, RN  
Darrell Owens, Ph.D., ARNP, ACHPN  
Miranda Bayne, Staff Attorney

## 1. 8:30 AM Opening — Dr. Judith D. Personett, Chair

- Call to order – 8:30
- Introductions – Commission, staff, pro tems, and audience members introduced themselves.
- Order of the Agenda – A motion to accept the order of the agenda passed.
- Correspondence: Letter to Washington Center for Nursing, use of grant funds for administrative cost
- Announcements  
NCSBN Committee Appointments
  1. Diane Sanders – Finance Committee
  2. Usrah Claar-Rice – NCLEX Examination Committee
- Tour of Mt. Carmel Hospital was offered at 3:00pm

## 2. Consent Agenda – DISCUSSION/ACTION

Items listed under the consent agenda are considered routine agency matters and approved by a single motion of the NCQAC without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

- A. Approval of minutes
  1. NCQAC business meeting, July 10, 11, 2008  
Changes:  
Correct the verb tense as necessary  
Page 4.C. From: “There was no data . . .” to: “There were no data . . .” and  
“. . . salary level except that doctors . . .” to “. . . salary level  
except that physicians . . .”  
Page 11 correct #8 traveler from “Susan Woods” to “Susan Wong”
  2. Continuing Competency sub-committee minutes
  3. Licensing and Disciplinary sub-committee, June 23, 2008 minutes
  4. Nursing Program Approval Panel minutes
- B. Use of Public Funds/Facilities on Election Campaigns  
**MOTION:** There was a motion from the floor to accept the consent agenda with changes.  
Motion passed.

## 3. Chair report – Dr. Judith Personett - DISCUSSION/ACTION

- A. NCSBN Annual Meeting, Nashville, TN, August 5-8: Dr. Personett, Paula Meyer, Dr. Susan Woods, Terry West
  - Dr. Personett - The Business Book was made available to all NCQAC members.
    - Institute for Regulatory Excellence encourages research and publishing. A mentor is assigned and a stipend is given.
  - Dr. Susan Woods - Awards Committee: 30 years of regulation was celebrated.
    - Paula Meyer received a 10-year service award.
    - Dr. Woods contributed information, which gave a history of the awards, and a book titled “First 25 Years”.
  - Terry West – Nursys/Health Integrity Portability Database (HIPDB) and Knowledge Network, Licensed Practical/Vocational Nurses:

- Enhancements have been made that will enable us to run reports with the data that we send to Nursys. The fee is \$30 per licenses to have a license verification submitted to another state. The license verification information will be available indefinitely to the other states.
    - Nur Rajwany, IT Director of National Council of State Boards of Nursing, would like to come to Washington State in November. Hopefully, Department of Health Information Technology staff will be able to meet with him.
  - Paula Meyer – House of Delegates:
    - The ARNP Model Rules passed.
    - Nursing Education – In Washington, you have to have a Baccalaureate degree. There is a proposal for LPNs to have a Master's Degree. The model rule passed to require a Master's Degree.
    - Performance audit - We are highly regarded because of our discipline process. NCSBN is very interested in a performance audit and comparison.
- B. Rules Hearing – There was good attendance at the ARNP Rules Hearing.
- The proposed ARNP Rule amendments were accepted and will proceed through the rule adoption process. Ms. Williams thanked Dr. Mindy Schaffner for an excellent job of facilitating and listening at the rules workshops and hearing. Implementation will be January 1, 2009.
- C. In August, Dr. Personett had a breakfast meeting with the Medical Quality Assurance Commission (MQAC), Mary Selecky, and Karen Jensen. The pilot program was discussed. They are supportive of what the NCQAC is doing.
- Susan Ramsey gave a presentation to MQAC on setting performance standards with a list of priorities and GMAP measures set by the Governor. It will be NCQAC's opportunity to show accomplishments. An example of work is the rules for ARNP.

#### **4. Executive Director Report – Paula Meyer – DISCUSSION/ACTION**

- A. Governor Gregoire's Energy and Expenditure Reductions
- The Governor directed all state agencies to reduce spending. There is a freeze on equipment, hiring (except where there is a concern for patient safety) and out-of-state travel (except if paid by an outside source). The NCQAC has approval to fill the four vacant investigator positions.
- The Fair Labor Board conducted an audit, which found that all investigators are overtime eligible. They will be paid for back overtime incurred. Back pay may come out of the general fund.
- B. Board/Commission Survey 2008 results
- Dr. Woods stated that 15 surveys were sent in March 2008 and the six responses that were received were positive. Dr. Personett will contact the members that did not respond.
- C. November workshop suggestions:
1. Just Culture – how to keep nurses practicing and keep their skills current
  2. Food and Drug Administration: contamination or tampering presentation
  3. Flowchart of disciplinary process
  4. Center for Health Workforce Studies: demographic, education, and practice characteristics of registered nurses in Washington State

5. Washington Health Professional Service (WHPS): data on enrollees, success rates, comparison to other professions and public
6. Disciplinary process, how to complete the disciplinary worksheet, and more information about the national study
7. Performance Measures: presentation by Susan Ramsey
8. WHPS: update from Jean Sullivan

**D. ARNP Rules update – Terry West**

1. ARNP – The CR103 will be filed within the next 3-5 weeks. The scheduled implementation is January 1, 2009.
2. Nurse Delegation – insulin injections were added this year through legislation. There have been two workshops. DSHS helped gather statistics to complete the CR102. Bill Hagens and Dr. Personett will help proof read the CR102 proposed language. It will be filed within one month.

**5. Discussion Items - Task Forces - DISCUSSION/ACTION**

**DISCUSSION:** The list of current task forces was reviewed.

**ACTION:** 100 years of Nursing – Jackie Rowe will contact Dr. Maura Eagan.

**6. Secretary of Health Sanctioning Guidelines – Jacqueline Rowe - DISCUSSION/ACTION**

HB 1103 directed the Secretary of Health to develop sanctioning guidelines in disciplinary cases for all professions. The guidelines must be developed with input from all boards and commissions.

**DISCUSSION:** The meetings include all 17 boards and commissions. The current secretary sanctioning guidelines were discussed. At the August 6, 2008 meeting, all the guidelines were reviewed and recommendations for revisions were made. A final draft will be presented to Mary Selecky by November 2008. Once the guidelines are adopted, the emergency rules process will begin and the new guidelines will be go into effect in January 2009.

**7. NCQAC Disciplinary Worksheet – Susan Wong - DISCUSSION/ACTION**

Richard Cooley, LPN, revised the disciplinary worksheet.

**DISCUSSION:** The worksheet will be explained at the November workshop. Both Secretary and Commission guidelines are being used.

Mary Dale will give more feedback and forward electronic forms to the commissioners. Ms. Meyer reminded the NCQAC to work with the staff attorneys for monetary recovery in disciplinary cases. The collected money can be spent this biennium.

**8. Annual Education Report – Usrah Claar-Rice - DISCUSSION/ACTION**

The NCQAC requires the nursing programs to submit an annual report. Ms. Claar-Rice presented the final draft for comments and requested adoption of the 2006-2007 report.

**DISCUSSION:** Dr. Woods stated that the information is good and appreciates the excellent work of Ms. Claar-Rice.

**ACTION:** The 2006-2007 Annual Report was adopted.

## **9. Joint Operating Agreement – Paula Meyer - DISCUSSION/ACTION**

The current operating agreement with the Department of Health was signed in 2000. HB 1103 changed the actions and responsibilities of the NCQAC related to staffing, budget, and performance measures. A draft operating agreement was presented for discussion and adoption.

**DISCUSSION:** Ms. Meyer discussed the draft changes from the previous Agreement: Section one shows the history and Section two replaces Director with Executive Director. Ms. Meyer requested that the Steering Committee work with Gail Yu to draft a final agreement.

**MOTION:** Dr. Woods moved, with a second from Linda Batch, that the Steering Committee with Gail Yu, will further develop the operating agreement between DOH and NCQAC and submit a finalized draft to the Secretary. Motion passed.

## **10. Performance Measures - Paula Meyer - DISCUSSION/ACTION**

HB 1103 directed the NCQAC to measure its performance against its own performance in the past, the MQAC, and other boards and commissions not participating in the pilot project. Ms. Meyer will present current performance measures and ask the NCQAC if additional measures are needed.

**DISCUSSION:** Ms. Meyer requested that the NCQAC look at the statute to determine what the NCQAC's job is and make sure we have the resources to cover the measures.

**MOTION:** Dr. Woods moved with a second by Mariann Williams that the Steering Committee review the list of performance measures that HB 1103 proposed and bring an abbreviated list back to the full commission. Motion passed.

## **11. Uniform Disciplinary Act Annual Report, NCQAC addendum - Paula Meyer - DISCUSSION/ACTION**

The Uniform Disciplinary Act requires the Secretary of Health to submit a biennial report to the legislature. HB 1103 changed this to an annual report. The boards and commissions have the opportunity to include an addendum to the annual report. Ms. Meyer suggested topics to be addressed specific to the NCQAC performance in 2007-2009.

**DISCUSSION:** Ms. Meyer explained the Annual Report. She explained the increase in workload, the workflow system changes, and the impact on licensing.

- A. There are 427 cases in investigation. (70 cases were closed recently.)
- B. The volume of NCQAC cases increased to 1,600 last year.
- C. Blake Maresh will complete the UDA Report. Usrah Claar-Rice will complete an addendum for nursing.

## **12. Decision Packages - DISCUSSION/ACTION**

Three decision packages have been developed to forward to the Office of Financial Management. The decision packages describe the changes and resources needed to implement the changes.

**DISCUSSION:** NCQAC has to request the Legislature to appropriate needed resources. Nursing fees support the NCQAC.

- Nursing Commission Staffing – Terry West  
The backlog is going to grow until the vacancies are filled. It will take more staff and office level work. The plan is to have 2.4 Office Assistants. The .4 would be on-call and used during peak periods. One Administrative Assistant for case management and .5 used to staff a Nursing Care Consultant position for ARNP issues.

- Nursing Competence Program – Chuck Cumiskey  
The 2009-2010 plan was handed out.
- Disciplining Unsafe Nurses – Paula Meyer  
This is a legislation requirement. A staffing ratio equal to complaints is needed.

Hilke Faber - Washington State Nurses Association is not in support of the \$20 fee increase for the University of Washington library fund and requests an accounting of how funds are being spent at the University of Washington. Ms. Meyer reminded her that the increase was implemented by the Legislature.

**MOTION:** Motion by Mariann Williams with second by Diane Sanders to postpone the continuing competency package until next year.

**MOTION AMENDED:** Amended to: The Disciplining Unsafe Nurses and the Nursing Commission Staffing packages will go forward. The Continuing Competency package will be delayed for another year. The amended motion was accepted by Mariann Williams. The motion passed.

**MOTION:** Motion by Bill Hagens and second by Dr. Woods for the NCQAC to initiate an inquiry requesting a decrease in the fee that each nurse pays for the University of Washington library fund. Motion passed.

### 13. Videoconferencing of November, January meetings - Paula Meyer - DISCUSSION/ACTION

Travel reduction, cost reduction, and energy savings lead to an evaluation of videoconferencing capabilities and comparisons.

**DISCUSSION:** The NCQAC will hold the November workshop and business meeting and the January business meeting by videoconference. Ms. Meyer suggested using a maximum of eight sites. The Nursing Home Administrator Board had success at their last meeting using video conferencing.

Outside systems can be used with DOH systems. DOH sites are in Tumwater, Kent, Shoreline, and Spokane. The NCQAC will be able to have small groups at each site.

**MOTION:** Motion by Mariann Williams with a second by Linda Batch to implement videoconferencing at the November workshop and meeting and at the January meeting on a trial basis. Motion passed.  
Opposed - Susan Wong

### 14. Executive Session - The Executive Session is that part of a regular or special meeting closed to the public.

No executive session was required.

### 16. OPEN Mic

Open mic is for public presentation of issues to the NCQAC.

No one signed up for open mic

### 17. Subcommittee reports – DISCUSSION/ACTION

A. Continuing Competency - Rhonda Taylor, Chair

**DISCUSSION:** Chuck Cumiskey reminded the NCQAC of the conference call on September 17, 2008 and the planning meeting October 2, 2008 at the Department of Health in Kent. Auditing of continuing competency will not be implemented right away. Mr. Cumiskey handed out information

for the NCQAC to review. Workshops will continue through the next few months and will focus on rules and implementing a defined timeline.

B. Licensing and Discipline – Bill Hagens, Chair

**DISCUSSION:** Mr. Hagens announced the new members – Dr. Mindy Schaffner, Darrell Owens, and Rob Salas.

Mary Dale presented:

1. Health Professions Quality Assurance Procedure 212 – Imminent Danger Cases  
**MOTION:** Motion and a second by the Licensing and Discipline subcommittee to adopt Procedure 212. Motion passed.
2. Health Professions Quality Assurance Procedure 205 – Initial Assessment and Case Disposition Decision  
**MOTION:** Motion and a second by the Licensing and Discipline subcommittee to adopt Procedure 205.  
**DISCUSSION:** There was confusion on the naming of panels because of inconsistency in naming.  
**ACTION:** The Chair withdrew the motion and tabled until the November meeting.
3. NCQAC Procedure B01 – Photocopying of Licenses  
**MOTION:** Motion and a second by the Licensing and Discipline sub-committee to adopt Procedure 205. Motion passed.
4. Nursing Investigations – May and June 2008  
**DISCUSSION:** Deferred until the November meeting.
5. Substance Abuse prevention project  
**DISCUSSION:** Mr. Hagens discussed providing a confidential self-assessment tool for nurses with chemical dependency issues. The NCSBN has a chemical dependency committee. If the NCQAC has any ideas on how to proceed with a project that would help nurses let Mr. Hagens know.

**18. CLOSING – meeting adjourned at 1:27**